

Date

ROUTING AND TRANSMITTAL SLIP

3 April 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/OIS		
2. D/OIS		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Ben,

I would appreciate it if you could remind the DA office directors of our program to schedule ADP records. This effort is not off to a good start; no one has done much and at least one office (OS) reportedly has indicated that it does not intend to do anything this year.

You need to indicate that this is an Agency program that has the active support of the DDA. It is also required by law, so there is no avoiding it. The research required can be tedious, but we need to begin the process in every office.

We are prepared to provide assistance in the person of [] who will work directly with component ISTAT in doing interviews, preparing the schedules, etc. We may not reach our goal of scheduling all DA records by the end of the year, but we can make a good start.

Thanks.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[]	Phone No. STAT

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
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* GPO : 1980 O - 350-509-1045